

5440-03 Business Education (Revised 4/16/09)

The holder is authorized to teach business education in grades 5-12 in middle and high schools.

In order to qualify for this endorsement, the candidate shall demonstrate the following:

Knowledge Standards:

Demonstrates knowledge of business education concepts and skills delineated in current national professional standards and in *Vermont's Career and Technical Business and Administration Program Competencies*, including:

The career development/planning process, occupational skills standards, workplace skills requirements, *Vermont's Career and Technical Knowledge and Skills*, recognized industry standards, and the relationship between work and learning as related to the foundations of business

The rationale for integrating student organization activities into the curriculum

Elements of effective business communication, deportment, and self-presentation

The learning principles as related to psychomotor skill development

Current and emerging business technology procedures and systems including e-commerce, appropriate keyboarding skills; word processing applications software, such as database, spreadsheet, graphics, desktop presentation, multimedia, imaging, and other emerging computer applications; and programming languages used in business

Generally Accepted Accounting Principles (GAAP) and practices (manual and computerized), as they apply to ownership, payroll, income taxation, and managerial systems

Economic systems and issues, including the role of exchange and money, consumer economic issues and concerns, and changing labor and career opportunities and their impact on the relevancy of classroom instruction

Business law, including the types of law affecting business, structure of the court system, and the legal impact of technology

Business management, including types of organizational structures and advantages and disadvantages of each; management principles and planning; and processes of analysis of business opportunities

Entrepreneurship, including traits of successful entrepreneurs

Marketing and communication, including roles of each and their impact on individuals, business, and society

Finance and insurance, including concepts and purposes of money management, banking, insurance, and credit

The preparation and analysis of financial statements using manual and computerized systems, evaluation of organizational performance, and use of statistical analysis to interpret consumer and business data to solve problems

5440-03 Business Education (Cont'd)

The role of competitive markets in the U.S. and other economies

The diagnosis and solution of problems in computer applications; operating systems and environments; utilities; and office procedures and management, including workflow, voice transcription, accessing references, and records management

Principles of financial decision making, budgeting, investing, taxes, financial services, and consumer economic purchasing

The development of business and marketing plans

Performance Standards:

Implements a comprehensive, standards-based business education curriculum that enables students to acquire the knowledge, skills, and attitudes that will prepare them to be successful in their personal financial lives and to prepare those students who seek further training in business. Specifically the educator:

Plans, delivers, and evaluates instruction based upon knowledge of the business and administration field, *The National Standards for Business Education*, and *Vermont's Career and Technical Business and Administration Program Competencies*, and student, community, and workforce needs

Teaches students to recognize and be sensitive to the cultural expectations of specific work sites

Effectively teaches youth leadership skills

Collaborates with colleagues, community, business/industry, and parents to maximize curricular and instructional resources

Plans, organizes and manages laboratories/technical facilities for instruction so that activities are carried out safely in accordance with state and national safety guidelines

Teaches students how to communicate and present themselves in a manner appropriate to the business environment, and how to use technology to enhance the effectiveness and expediency of their communications

Identifies, compares, selects, evaluates, uses, installs, upgrades, and customizes application software for the business and administration program

Additional Requirements:

A supervised work experience using business and administrative skills through cooperative education, internship, or paid work experience